## Changes Made to the Iowa Community Colleges Accounting Manual in the July 2009 Revision

- Multiple changes were made to the format of the May 2004 version. The number of pages has increased by 4, but the July 2009 revision includes 1 more chapter.
- Multiple outdated and unnecessary sections were deleted. The deletions involved terminology that was no longer used or sections that were not applicable to this manual.
- Chapter XV –Fiscal Year Financial Reporting was added to the manual. This section was removed from the yearly MIS reporting manual and added to the Accounting Manual. It was also updated to reflect the current annual reports that community colleges are required to submit to DE on an annual basis.
- All references to property and building reporting were removed from the financial reporting section.
- All new due dates (effective for FY 2009 reporting) were incorporated into this new chapter.
- The only substantial change to the accounting rules was the updating of three expense line item codes. The three new codes are as follows:

## 521 — <u>Instructional - Part-time</u>

Instructional-part-time instructors are nonadministrative instructors, counselors, and librarians who are employed less than full-time, but are employed through a continuing contract and are offered benefits through the college. This account is used to record salaries of part-time personnel involved in direct instructional contact with students including counselors and librarians. When responsibilities are split between expenditure accounts 521 and 531, they will be prorated.

## 522 — Instructional – Adjunct

Adjunct instructors are nonadministrative instructors employed by a community college without a continuing contract and who are not offered the opportunity to receive benefits through the college. The instructors teaching load does not exceed one-half time for two full semesters or three full quarters for the calendar year. The determination of whether a teaching load exceeds one-half time shall be based on the number of credit hours or noncredit contact hours that the community college or university considers to be a full-time teaching load for a regular full semester or quarter. This account is used to record salaries of personnel involved in direct instructional contact with students.

## 523 —<u>Instructional-Temporary/Seasonal</u>

Temporary/Seasonal instructors are nonadministrative instructors, counselors, and librarians who are employed full-time or part-time, by the college for short periods of time for specific purposes. This account is used to record salaries of personnel involved in direct instructional contact with students. A substitute that is hired for illness or maternity leave would fall under this object code.

If you have any questions or comments regarding this revised Iowa Community College Accounting Manual, please contact Kent Farver at <a href="mailto:kent.farver@iowa.gov">kent.farver@iowa.gov</a> or 515-281-3550.